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|  | **Covid 19 School Risk Assessment (Update 1st September 21)** |  |

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| **Operations/Work Activities covered by this assessment:** | COVID-19: implementing protective measures in education settings | | |
| **Site Address/Location:** | Leen Mills Primary School, Leen Mills Lane, Hucknall, Nottingham | **Department/Service/Team:** | Nottinghamshire County Council |
| **Note:** A person specific assessment **MUST** be carried out for young persons, pregnant women and nursing mothers | | | |

| Hazards  Considered  *Step 1 (Clause 3.1)* | Who might be  harmed and how  *Step 2*  *(Clause 3.2)* | Existing Control Measures:  *Step 3*  *(Clause 3.3)* | | Risk Rating | | | | Further action *Step 3*  *Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)* | Actions Step 4 (Clause 3.4) | | | | Risk Rating | | |
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| Likelihood | Severity | Risk Rating | | Who | When | | Complete | Likelihood | Severity | Risk Rating |
| *(Name)* | *(Date)* | | *(Date)* |
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| Individuals within the same household as staff or pupils symptomatic or confirmed case of COVID-19.  After 16th August 2021, anyone who has received the 2nd jab at least two weeks ago, and all under-18’s, will no longer need to self-isolate if they come into close contact with someone who has the virus. Instead they will be asked to take a PCR test, if the test is negative they will not need to isolate. | Employees, pupils, contractors and visitors may be exposed to COVID-19. | Individuals to seek advice from NHS 111, self-isolate and then contact local testing and arrange a PCR test for self and family.  Liz Havill to monitor staff absence related to COVID-19.  Seek advice from your HR provision if required for staff absences. | | H | H | H | | NHS guidelines outline action to take if someone in a household has symptoms of COVID-19, this can be accessed via; <https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/>  Staff to inform RT who will organise a test. Staff to self-isolate for 10 days and arrange to be tested. If the test is positive, other household members must self-isolate for 10 days from when the person first displayed symptoms.  The school must be informed of a positive test result straight away. If two or more test results are returned positive within 14 days, the school must follow advice from Public Health England. | LH  RT | Ongoing | | Ongoing | M | M | M |
| Pupil displays symptoms of COVID-19 whilst at school. | Employees, pupils, contractors and visitors may be exposed to COVID-19. | Staff able to recognise key COVID-19 symptoms in pupils.  The Government stay at home guidance **MUST** be followed if pupils become unwell with;   * A new continuous cough, * A high temperature, or; * A loss of or change in their normal sense of taste or smell (anosmia).   When a child becomes unwell, they should be isolated with a distance of 2m away from others. If staff members looking after the child cant maintain a 2 metre distance, the following PPE **MUST** be worn:   * A fluid-resistant surgical face mask   If contact with the child is required, then the following PPE **MUST** be worn:   * Disposable gloves * Disposable apron * Fluid-resistant surgical face mask   Parent / Carer of symptomatic child to be contacted and be collected immediately.  999 will be called in an emergency, if anyone is seriously ill, injured or their life is at risk.  If employees have specific concerns about their or others health, they should be directed to the Public Health England advice or ring NHS 111. The GP, pharmacy, urgent care centres or hospitals will be avoided.  The area around the pupil with symptoms **MUST** be cleaned with disinfectant after they have left to reduce the risk of passing the infection on to other people. The Government guidance for cleaning non-healthcare settings **MUST** be followed.  Waste (i.e. used tissues, disposable cloths, disposable gloves) used during suspected COVID-19 cases **MUST** be managed by:   * Placing in a plastic rubbish bag – tied when full. * Plastic bag placed in a second bin bag and tied. * Bins must be emptied daily. * Placed in a suitable and secure place and marked for storage until the individual test results are known. * Waste can be disposed of when a negative test result is known or after the waste has been stored for 72 hours.   Follow NHS Test and Trace process.  Refer to outbreak plan. | |  |  |  | | NHS guidance relating to coronavirus symptoms is available at: <https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>  Staff to be informed of the key symptoms of COVID-19 and procedure for dealing with symptomatic pupils / other individuals. Russell Tew will confirm this at staff meetings, and via email etc.  Parents provided with information about key symptoms via Class Dojo, website and text message. They will be informed of the requirement to keep pupils at home if presenting with symptoms of COVID-19 and to contact NHS 111 for advice.  Symptomatic individuals must self-isolate for at least 10 days and should arrange a test to determine if they have COVID-19. Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic individual first had symptoms. The government stay at home guidance is available at:  <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>  After 16th August 2021, anyone who has received the 2nd jab at least two weeks ago, and all under-18’s, will no longer need to self-isolate if they come into close contact with someone who has the virus. Instead they will be asked to take a PCR test, if the test is negative they will not need to isolate.  Anyone contacted by Test and Trace must follow advice provided and self-isolation period.  If it is not possible to isolate individuals, they **MUST** be moved to an area which is at least 2m away from other people.  When a child becomes unwell and a supervising a distance of 2m can’t be maintained within the isolation area, the following PPE **MUST** be worn:   * A fluid-resistant surgical face mask   If contact with the child is required, then the following PPE **MUST** be worn:   * Disposable gloves * Disposable apron * Fluid-resistant surgical face mask   If there is a risk of fluids entering the eye (e.g. coughing, spitting or vomiting), then the following PPE **MUST** be worn:   * Disposable gloves * Disposable apron * Fluid-resistant surgical face mask * Eye protection (e.g. face visor or goggles)   If the need for PPE/RPE is required, then staff must be trained in the safe putting on and removal of items. Further guidance is available via:  <https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures>  If RPE is required, training and face-fit testing will be required. In this instance please email the NCC H&S Team for assistance at [hands@nottscc.gov.uk](mailto:hands@nottscc.gov.uk).  All rubbish to go in a lidded bin and packed lunch rubbish to go back into the child’s lunchbox.  Any rubbish that a symptomatic person has disposed of should be double bagged and immediately disposed of.  Staff who have supported unwell pupils / other individuals (with a new, continuous cough or high temperature) do not need to go home unless they develop symptoms (in which case, they should arrange a test) or the pupil / other individual subsequently tests positive or they have been requested to by NHS Test and Trace.  Everyone **MUST** wash their hands thoroughly for 20 seconds with soap and running water after any contact with someone who is unwell.  Government guidance relating to cleaning and waste management in non-healthcare setting will be followed. This is available via: <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings> | Russell Tew  All staff  Gary James | 01.09.2021 | | Ongoing |  |  |  |
| Staff displays symptoms of COVID-19 whilst at work in school.  Refer to outbreak plan. | Employees, pupils, contractors and visitors may be exposed to COVID-19. | Staff able to recognise key COVID-19 symptoms in themselves and colleagues.  The Government stay at home guidance **MUST** be followed if staff become unwell with;   * A new continuous cough, * A high temperature, or; * A loss of or change in their normal sense of taste or smell (anosmia).   If staff feel unwell with the above symptoms during the school day they **MUST** go home and arrange a PCR test.  999 will be called in an emergency, if anyone is seriously ill, injured or their life is at risk.  If employees have specific concerns about their or others health, they should be directed to the Public Health England advice or ring NHS 111. The GP, pharmacy, urgent care centres or hospitals will be avoided.  The area around the person with symptoms **MUST** be cleaned with disinfectant after they have left to reduce the risk of passing the infection on to other people. The Government guidance for cleaning non-healthcare settings **MUST** be followed.  Waste (i.e. used tissues, disposable cloths, disposable gloves) used during suspected COVID-19 cases **MUST** be managed by double bagging and disposing of immediately.  Follow NHS Test and Trace process.  Line Managers will maintain regular contact with staff members during periods of absence and seek further advice from HR where required. | |  |  |  | | NHS guidance relating to coronavirus symptoms is available at: <https://www.nhs.uk/conditions/coronavirus-covid-19/>  Symptomatic individuals must self-isolate for at least 10 days and should arrange a test to determine if they have COVID-19. Other members of their household (including any siblings) should self-isolate for 10 days from when the symptomatic individual first had symptoms. The government stay at home guidance is available at:  <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>  After 16th August 2021, anyone who has received the 2nd jab at least two weeks ago, and all under-18’s, will no longer need to self-isolate if they come into close contact with someone who has the virus. Instead they will be asked to take a PCR test, if the test is negative they will not need to isolate.  Staff with symptoms must go home immediately.  Staff who have supported colleagues / other individuals (with a new, continuous cough or high temperature) do not need to go home unless they develop symptoms (in which case, they should arrange a test) or the pupil / other individual subsequently tests positive or they have been requested to by NHS Test and Trace.  Everyone **MUST** wash their hands thoroughly for 20 seconds with soap and running water after any contact with someone who is unwell.  Government guidance relating to cleaning and waste management in non-healthcare setting will be followed. This is available via: <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>  Staff are provided with twice weekly optional lateral flow testing. | Individual staff  GJ | Ongoing  Ongoing | | Ongoing |  |  |  |
| Management of confirmed cases of COVID-19 amongst the school community.  Refer to outbreak plan. |  |  | |  |  |  | |  |  |  | |  |  |  |  |
| Pupils / staff will transmit COVID-19.  Refer to outbreak plan. |  |  | |  |  |  | |  |  |  | |  |  |  |  |
| Increased risk of transmission due to increased pupils / staff working in close proximity.  Refer to outbreak plan. |  |  | |  |  |  | |  |  |  | |  |  |  |  |
| COVID-19 transmission via the physical school environment.  Refer to outbreak plan. | Employees, pupils, contractors and visitors may be exposed to COVID-19. | Cleaning regime reviewed to provide extra attention to hand contact points, surfaces, shared areas used by different groups and toilet spaces are cleaned throughout the school day. | |  |  |  | | Gary James will be responsible for checking stocks cleaning products and resources are available.  Government guidance relating to cleaning and waste management in non-healthcare setting will be followed. This is available via: <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings>  Lidded bins in all areas.  Regular hand washing for a minimum of 20 seconds for all children and staff. | GJ  All staff | Daily | | Ongoing |  |  |  |
| Risk of transmission due to contact activities.  Refer to outbreak plan. | Employees, pupils, contractors and visitors may be exposed to COVID-19. |  | |  |  |  | |  |  |  | |  |  |  |  |
| Risk of transmission due to music and sporting activities.  Refer to outbreak plan. | Employees, pupils, contractors and visitors may be exposed to COVID-19. |  | |  |  |  | |  |  |  | |  |  |  |  |
| Pupils unable to understand recognise the COVID-19 control measures.  Refer to outbreak plan. | Employees, pupils, contractors and visitors may be exposed to COVID-19. | Reinforce key (good hygiene) messages throughout the school day and build into routine.  Teach children hand washing techniques.  Build hand washing into the routine of the school day;   * On arrival * Before / after break * Before / after lunch * Before leaving school   Consistent reminders and positive reinforcement to pupils regarding key control measures;   * Cough / sneeze into tissue * Washing hands | |  |  |  | |  | Teachers and staff | Ongoing | | Ongoing |  |  |  |
| Large groups congregating making social distancing difficult.  Refer to outbreak plan. | Employees, pupils, contractors and visitors may be exposed to COVID-19. |  | |  |  |  | |  |  |  | |  |  |  |  |
| Risk of transmission whilst using school transport.  Refer to outbreak plan. | Employees, pupils, contractors and visitors may be exposed to COVID-19. |  | |  |  |  | |  |  |  | |  |  |  |  |
| Use of face coverings in education settings to minimise transmission of COVID-19.  Refer to outbreak plan. | Employees, pupils, contractors and visitors may be exposed to COVID-19. |  | |  |  |  | |  |  |  | |  |  |  |  |
| Lack of essential supplies, including PPE, cleaning materials and hygiene products may increase the risk of COVID-19 transmission.  Refer to outbreak plan. | Employees, pupils, contractors and visitors may be exposed to COVID-19. |  | |  |  |  | |  |  |  | |  |  |  |  |
| Inadequate management of contractors and / or visitors increasing risk of COVID-19 transmission.  Refer to outbreak plan. | Employees, pupils, contractors and visitors may be exposed to COVID-19. |  | |  |  |  | |  |  |  | |  |  |  |  |
| Risk of fire and delayed evacuation due to insufficient fire safety management.  Refer to outbreak plan. | Staff, pupils, visitors, contractors and members of the public may be subject to serious injury / death in the event of a fire. |  | |  |  |  | |  |  |  | |  |  |  |  |
| Inadequate first aid provision in school. | In the event of an accident, injury or emergency situation, staff, pupils and visitors may suffer as a result of inadequate first aid provision or incorrect first aid treatment. | Adequate number of first aiders, emergency first aiders, paediatric first aiders available in school.  A specific risk assessment to be produced to assess the first aid provision in school. To be reviewed regularly and updated following any changes to staffing, pupil numbers etc.  Specific first aid risk assessment to include consideration for additional RPE/PPE required to facilitate care. Where a need is identified these items must be available and staff informed of requirements.  Training issued and refreshed continually to first aiders.  First aid kits suitably stocked, located and checked routinely.  School awareness of method for contacting emergency services. | |  |  |  | | HSE guidance is available on the Health and Safety (First Aid) Regulations 1981, accessible via:  <https://www.hse.gov.uk/pubns/books/l74.htm>  The Health and Safety Executive (HSE) has issued guidance for first aid during the coronavirus (COVID-19) outbreak, available via:  <https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm>  The Department for Education has issued early year’s foundation stage: coronavirus disapplication’s, which provides further information regarding the requirement for paediatric first aiders. This is accessible via:  <https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2/early-years-foundation-stage-coronavirus-disapplications>  Template first aid risk assessments (SR92/93) available on the Nottinghamshire Schools Portal via: <https://www.nottinghamshire.gov.uk/schoolsportal/health-and-safety/risk-assessment>  If the need for PPE/RPE is required, then staff must be trained in the safe putting on and removal of items.  If RPE is required, training and face-fit testing will be required. In this instance please email the NCC H&S Team for assistance at [hands@nottscc.gov.uk](mailto:hands@nottscc.gov.uk).  Government guidance issued for COVID-19 Personal Protective Equipment is available at: <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>  HSE guidance related to COVID-19 and face-fit testing is available at:  <https://www.hse.gov.uk/coronavirus/ppe-face-masks/index.htm>  JS / CJ to monitor stock and give orders to the office staff.  Trip first aid bags to be located in outside classrooms  One PPE bag to be kept in each classroom. | JS/CJ | Ongoing | |  |  |  |  |
| Staff experience violence, verbal abuse and aggression from parents / pupils / visitors / contractors / members of the public. | Staff and pupils may suffer stress, anxiety and physical injuries (cuts, bruising, fractures) if abusive incidents occur. | Adequate supervision and awareness of pupil behaviours at all times.  Staff received Coping with Risky Behaviours (CRB) training as necessary.  Awareness of safeguarding pupils reporting procedures and designated safeguarding officer.  Parents / visitors / members of the public informed that abusive behaviour will not be tolerated. | |  |  |  | | All incidents where staff experience violence, verbal abuse or aggression **MUST** be reported on Well worker as “physical violence” or “verbal abuse or threat”. Well worker can be accessed via: <https://nottscc-safety.oshens.com/login/default.aspx?ClassicSession=clear&CountrySet=true>  This would be reported on Well-worker | LH | Ongoing | |  |  |  |  |
| Consider if any additional hazards are created and control measures are required if this activity is undertaken in non-routine or emergency conditions | | | | | | | | | **Review Date (*Step 5*):** | | | | | | |
| **Assessors Signature:**  **Liz Havill** | | | **Date: 19.07.2021** | | | | **Authorised By: Russell Tew** | | | | **Date: 19.07.2021** | | | | |

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| **Potential Severity of Harm** | High **(e.g. death or paralysis, long term serious ill health)** | Medium | High | High |
| Medium **(an injury requiring further medical assistance or is a RIDDOR incident)** | Low | Medium | High |
| Low **(minor injuries requiring first aid)** | Low | Low | Medium |
|  |  | Low  **(The event is unlikely to happen)** | Medium  **(It is fairly likely it will happen)** | High  **(It is likely to happen)** |
|  |  | Likelihood of Harm Occurring | | |

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| **Risk Definitions** | |
| **Low** | Controls are adequate, no further action required, but ensure controls are monitored and any changes reassessed. |
| **Medium** | Consideration should be given as to whether the risks can be reduced using the hierarchy of control measures. Risk reduction measures should be implemented within a defined time periods. Arrangements should be made to ensure that the controls are maintained and monitored for adequacy. |
| **High** | Substantial improvements should be made to reduce the level to an acceptable level. Risk reduction measures should be implemented urgently with a defined period. Consider suspending or restricting the activity, or applying interim risks controls. Activities in this category **MUST** have a written method statement/safe system of work and arrangements **MUST** be made to ensure that the controls are maintained and monitored for adequacy. |